

SUFFOLK COUNTY GOVERNMENT

OPPORTUNITIES IN

ENGINEERING AND ENVIRONMENTAL SERVICES

If you are looking for a challenging position with a diversified organization, the opportunity for progressive professional development, an excellent salary and full fringe benefits, you will be interested in employment possibilities with Suffolk County.

As one of the largest employers on Long Island, Suffolk County Government employs approximately 10,000 people in 800 job titles in 25 departments. Individuals can qualify for a variety of positions encompassing a broad range of education and skills. If you would like to use your abilities and get involved with the important work of providing service for the expanding community of Suffolk, County Civil Service may be for you.

Listed on the following pages are County job titles related to the field of Engineering and Environmental Services. A brief description of duties and requirements is included so that you can apply for positions for which you are best suited. Application procedures are included on the last page for your information. Suffolk County has a local law which requires that preference in County government employment be given to residents of Suffolk County and those hired are required to live in Suffolk County.

THE JOB DESCRIPTIONS AND MINIMUM QUALIFICATIONS LISTED IN THIS BOOKLET ARE FOR THE PURPOSE OF GENERAL INFORMATION AND DO NOT CONSTITUTE THE TOTAL DUTIES OF ANY ONE JOB, OR ALL THE QUALIFICATIONS WHICH MAY BE REQUIRED FOR A POSITION.

THIS BOOKLET IS SUBJECT TO CHANGE WITHOUT NOTICE

SUFFOLK COUNTY IS

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

MINORITIES, WOMEN, VETERANS AND

DISABLED PERSONS ARE ENCOURAGED TO APPLY

ENVIRONMENTAL SERVICES

BIOLOGIST

Develops, implements and supervises environmental protection programs. Prepares testimony, informational materials and public presentations related to environmental issues.

MINIMUM QUALIFICATIONS: Bachelor's Degree including or supplemented by 30 credits in biology plus 12 credits in related disciplines, plus two years experience in environmental biology.

SALARY GRADE: 21

ENTOMOLOGIST

Engages in the study and research of mosquito and gnat biology and control methods. Conducts field and laboratory studies including observation, collection of specimens, testing for viruses, studies of controls and recording data.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Biology and three years of research experience; or Master's Degree in Biology and one year of experience in the field of research on the biology and control of nuisance insects.

SALARY GRADE: 25

ENVIRONMENTAL ANALYST

Performs scientific research and analyses on environmental issues. Acts as consultant to departments whose operations or decisions may impact the environment. May draft legislation, conduct investigations and supervise technical personnel in the collection of data.

MINIMUM QUALIFICATIONS: Bachelor's Degree in one of the natural or physical sciences and two years of experience in environmental protection activities. Graduate education in one of the natural or physical sciences may be substituted for experience on a year-for-year basis.

SALARY GRADE: 19

ENVIRONMENTAL PLANNER

Participates in the preparation of environmental resource inventories, identifies critical ecosystems for protection against adverse environmental impact, evaluates impact of construction and development, recommends alternative plans where appropriate, and prepares comparative maps, diagrams and overlays.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Environmental Studies, Biology, Geology, Environmental Planning, Marine Biology or Oceanography, and two years of experience in environmental planning. Relevant additional education may be substituted for experience.

SALARY GRADE: 21

PUBLIC HEALTH SANITARIAN TRAINEE

As part of an in-service training program, assists in enforcing provisions of the State Public Health Law Sanitary Code. May inspect food service establishments, private water supplies, swimming pools, sewage disposal systems, x-ray installations or landfill sites. Also collects water, food and other samples for laboratory examination and assists in water resources and air pollution studies.

MINIMUM QUALIFICATIONS: Bachelor's Degree including or supplemented by 30 credits in the physical or biological sciences and possession of a New York State Driver's License.

SALARY GRADE: 16

SOIL DISTRICT TECHNICIAN

Performs surveys and studies dealing with water and soil conservation. Assists in designing systems pertaining to land use, soil analysis, water management, sediment and erosion control used by towns, builders, developers, private individuals and County agencies.

MINIMUM QUALIFICATIONS: Associate's Degree in a natural science or high school diploma and two years of experience in the field of soil and water conservation; or, an equivalent combination of education and experience as defined by the limits of the above.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License.

SALARY GRADE: 14

VECTOR CONTROL AIDE

Performs mosquito surveillance and identification work in the field, laboratory and office. Collects specimens, performs microscopic identifications and tabulates and evaluates data. Mixes chemicals for insecticides and maintains inventory control.

MINIMUM QUALIFICATIONS: High school diploma and two years of experience in mosquito control work or in a biological lab; or Associate's Degree; or a combination of relevant education and experience. Must obtain a New York State Commercial Pesticide Applicator's Certificate within the first 26 weeks of employment.

SALARY GRADE: 13

ASSISTANT PUBLIC HEALTH ENGINEER TRAINEE

As part of a one-year in-service training program, assists professional engineers in field and office work including inspection of water supplies, sewage treatment systems and other environmental health projects. Prepares correspondence and drafts of engineering reports.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Engineering and possession of a valid New York State Driver's License.

SALARY GRADE: 19

ASSISTANT PUBLIC HEALTH ENGINEER

Applies skill and knowledge to sanitary engineering projects in a County Health District. Inspects construction of new and existing water supply, sewage and industrial waste treatment plants to insure compliance with Public Health Code. Prepares technical reports, reviews and recommends engineering plans, and assists in training of water and sewage plant operators.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Engineering and either two years of experience in Sanitary or Public Health Engineering; or a Master's Degree in Engineering or Public Health; or one year as a Public Health Engineer or trainee in a municipal health department.

NECESSARY SPECIAL REQUIREMENT: New York State Health Department certification as an Assistant Public Health Engineer and possession of a valid New York State Driver's License.

SALARY GRADE: 23

PUBLIC HEALTH ENGINEER

Conducts inspection of projects for conformance to approved specifications and codes, consults with engineers and architects regarding plans and applications; reviews plans involving special problems and completes technical studies.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Engineering and four years of sanitary, public health or environmental engineering experience. A Master's Degree in Engineering may be substituted for two years of experience.

NECESSARY SPECIAL REQUIREMENT: Possession of a New York State Professional Engineer's License and a valid New York State Driver's License.

SALARY GRADE: 26

CIVIL ENGINEERING

ENGINEERING AIDE

Performs elementary work in assisting on engineering projects in the field or the office. In the field—may serve as rodman, chainman or axeman on survey crew, make minor sketches and assist in making materials and soil compaction tests. In the office—may plot cross sections, trace maps, color prints, and make tracings of engineering drawings.

MINIMUM QUALIFICATIONS: High school diploma

SALARY GRADE: 12

SENIOR ENGINEERING AIDE

Performs technical work assisting on engineering projects in the field and in a variety of subprofessional engineering tasks in the office. Operates engineering instruments and equipment, inspects construction sites, records and maintains data.

MINIMUM QUALIFICATIONS: High school diploma and two years of subprofessional civil engineering experience; additional education may be substituted for experience on a year-for-year basis.

SALARY GRADE: 14

JUNIOR CIVIL ENGINEER TRAINEE

Receives in-service training while assisting in engineering projects. May make preliminary designs and estimates for projects, check engineering drawings, compute material quantities and inspect work.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Civil or Sanitary Engineering.

SALARY GRADE: 19

ASSISTANT CIVIL ENGINEER

Performs civil engineering work subordinate to that which requires the services of a professional engineer. In the design, construction, inspection, operation and maintenance of public works projects. Acts as resident civil engineer on construction projects.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Engineering and two years of civil engineering experience; or, high school diploma and six years of engineering experience; or an equivalent combination of education and experience.

SALARY GRADE: 23

CIVIL ENGINEER

Performs work requiring the application of engineering skills and knowledge to civil engineering projects in conjunction with the design, construction, inspection or maintenance of public works projects. Supervises technical assistants.

MINIMUM QUALIFICATIONS: Possession of a New York State Professional Engineer's License.

SALARY GRADE: 26

ELECTRICAL/MECHANICAL ENGINEERING

ASSISTANT ELECTRICAL ENGINEER

Performs sub-professional electrical engineering work in the preparation of plans and design of buildings and other structures. Acts as resident electrical engineer on construction projects and supervises the inspection of all phases of work for compliance with County specifications.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Electrical Engineering and two years of experience in the design and installation of electrical equipment; or, high school and six years of experience in the design and installation of electrical services and equipment. Education may be substituted for experience to a maximum of five years, but at least one year of experience is required.

SALARY GRADE: 23

ELECTRICAL ENGINEER

Performs professional electrical engineering work in preparing or reviewing estimates, specifications and plans for construction, alteration or reconstruction of electrical systems in County buildings, bridges or related projects. Inspects electrical work being done by contractors and recommends revision or acceptance of work during each phase and at completion.

MINIMUM QUALIFICATIONS: Possession of a New York State Professional Engineer's License and one year of electrical engineering experience following acquisition of the license.

SALARY GRADE: 29

ASSISTANT MECHANICAL ENGINEER

Performs engineering work on projects involving the investigation, design, construction, alteration and maintenance of plumbing, heating, ventilating, air-conditioning and other mechanical equipment in County buildings. May supervise technical assistants.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Mechanical Engineering and two years of mechanical engineering experience or satisfactory equivalent combination.

SALARY GRADE: 23

MECHANICAL ENGINEER

Performs professional mechanical engineering work in the preparation of plans, cost estimates and contract specifications for construction or alteration of plumbing, heating and related systems in County buildings. Reviews plans prepared by consulting engineers and contractors and recommends revision or acceptance of work to superiors.

MINIMUM QUALIFICATIONS: Bachelor's degree in Mechanical Engineering and four years of plant or mechanical engineering experience.

NECESSARY SPECIAL REQUIREMENT: Possession of a New York State Professional Engineer's License.

SALARY GRADE: 26

TRAFFIC ENGINEERING

TRAFFIC ENGINEER I

Assists in conducting engineering studies and surveys, compiles traffic safety statistics and evaluates them by statistical analysis, assists in preparing plans, specifications and estimates for the installation of traffic control devices and supervises the work of technicians in collecting traffic information.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Engineering and two years of experience in a field related to traffic or highway planning or traffic safety or transportation planning, or high school diploma and six years of such experience; or satisfactory equivalent combination of education and experience.

SALARY GRADE: 23

TRAFFIC ENGINEER II

Applies engineering skills to traffic studies, investigates need for traffic control devices, prepares specifications and estimates for their installation and supervises subordinate staff.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Engineering and four years of experience in traffic engineering, highway planning, transportation planning or traffic safety programs; or high school diploma and eight years of such experience or satisfactory equivalent combination of education and experience.

SALARY GRADE: 26

TRAFFIC TECHNICIAN I

Participates in field studies of conditions affecting traffic safety and flow. Assists in the installation of traffic counting and other measuring devices. Makes computations for utilization of data and prepares visual aides, such as diagrams, maps and graphs for traffic studies.

MINIMUM QUALIFICATIONS: High school diploma and one year of subprofessional engineering experience in traffic engineering, traffic safety, highway planning or transportation planning. Additional relevant education may be substituted for the experience.

SALARY GRADE: 14

TRAFFIC TECHNICIAN II

Conducts field studies of traffic volume, signal effectiveness and other traffic safety factors, reports on adequacy of signs and pavement markings and performs inspections and layouts of traffic control device installations.

MINIMUM QUALIFICATIONS: High school diploma and three years of subprofessional experience in traffic engineering, highway planning, transportation planning or the administration of traffic safety programs. Relevant additional education may be substituted for experience.

SALARY GRADE: 17

RELATED

COMMUNICATIONS TECHNICIAN I

Performs highly technical work in the installation, maintenance and repair of mobile and other two-way radio equipment and related communication and electronic equipment.

MINIMUM QUALIFICATIONS: High school diploma, completion of a BOCES basic electronic course and three years of experience in the maintenance, repair and installation of two-way communications systems, including general electrical or electro-mechanical equipment, or a satisfactory combination of the above education and experience.

SALARY GRADE: 21

COMMUNICATIONS ANALYST I

Analyzes, plans and develops communication systems. Reviews new developments in the field, evaluates effectiveness and economy of existing systems and determines needed improvements. Investigates complaints and performs billing studies.

MINIMUM QUALIFICATIONS: High school diploma and six years of experience working with a large-scale telephone communications system in a position which involves responsibility for system planning, modification or analysis. Up to four years of college education may be substituted for experience on a year-for-year basis.

SALARY GRADE: 22

INSTRUMENT TECHNICIAN TRAINEE

Assists in repair and maintenance of instrumentation systems including magnetic flow meters, ultrasonic generators, differential pressure transmitters and rotometers. This is a trainee position for which candidates are selected on the basis of general intelligence, basic knowledge of instrumentation technology and mechanical aptitude. Term of probation is a maximum of two years during which time employees will be required to satisfactorily complete a supervised in-service training program.

MINIMUM QUALIFICATIONS: Associate's degree in Electrical Technology or a related field and one year of experience in the installation, repair, maintenance or trouble-shooting of electro-mechanical or electrical monitoring equipment.

Additional experience in the above-mentioned fields may be substituted for the required education on a year-for-year basis.

SALARY GRADE: 18

DRAFTING AND ARCHITECTURE

DRAFTER I

Performs technical drafting work in the preparation of a wide variety of plans, maps and similar illustrative materials. Prepares clear, complete working plans, and drawings from sketches or notes for varied engineering projects.

MINIMUM QUALIFICATIONS: None. The individual must demonstrate an acceptable degree of proficiency in drafting.

SALARY GRADE: 14

DRAFTER II

Performs advanced technical drafting work in the preparation of a wide variety of maps, plans, charts and similar illustrative material. Makes complex computations in reducing field notes and preparing detailed finished drawings.

MINIMUM QUALIFICATIONS: High school diploma and four years of drafting experience in topographical or mechanical drafting. Courses leading to a degree in civil engineering may be substituted for the experience on a year-for-year basis.

SALARY GRADE: 17

ARCHITECTURAL DRAFTER I

Assists in the preparation of architectural drawings requiring basic knowledge of architectural principles and drafting techniques

MINIMUM QUALIFICATIONS: High school diploma and two years of experience in architectural drafting.

SALARY GRADE: 14

ARCHITECTURAL DRAFTER II

Performs specialized drafting work in the preparation of architectural drawings and plans. Makes cost and material estimates and prepares renderings of building projects.

MINIMUM QUALIFICATIONS: Completion of sixty credit hours toward a Bachelor's Degree in Architecture and two years of experience in architectural drafting; or an Associate's Degree in Applied Science with a major in drafting and two years of the above experience; or high school and four years of the above experience; or a satisfactory equivalent combination of education and experience.

SALARY GRADE: 18

MAP DRAFTER I

Performs specialized drafting work in the field of mapping. Translates deed descriptions and survey notes for mapping, assists in field surveys, draws and traces new maps.

MINIMUM QUALIFICATIONS: High school diploma and four years of experience in drafting including at least one year as a map drafter.

NOTE: Relevant education (including coursework in drafting and surveying or cartography) will be substituted for experience on a year-for-year basis.

SALARY GRADE: 17

MAP DRAFTER II

Performs highly technical drafting work in the field of mapping. Participates in drafting and monitoring municipal property maps and control monumentation, trains and supervises staff.

MINIMUM QUALIFICATIONS: High school diploma and six years of experience in drafting with at least four years of experience as a map drafter; or an Associate's Degree which includes or is supplemented by at least twelve credits in drafting and four years as a map drafter; or a satisfactory equivalent combination of education and experience.

SALARY GRADE: 20

ASSISTANT ARCHITECT

Performs architectural work subordinate to that which requires the services of a professional architect in the preparation of plans of public buildings. Designs new construction or alterations, writes specifications and makes preliminary cost estimates.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Architecture or Architectural Technology and four years of architectural experience; or Associate's Degree and four years of experience; or satisfactory equivalent combination of the above education and experience.

SALARY GRADE: 24

ARCHITECT

Performs professional architectural work in the preparation and review of plans for County buildings and related projects.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Architecture and seven years of architectural experience, two of which must have been as a licensed architect. Possession of a New York State Professional Architect's License.

SALARY GRADE: 29

ASSISTANT COUNTY ARCHITECT

Assists the County Architect in planning, reviewing and directing the architectural design and construction activities for County buildings and related projects.

Implements administrative and technical policies and procedures for evaluation of projects with respect to cost and feasibility.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Architecture or Architectural Technology and four years of licensed professional architectural experience.

NECESSARY SPECIAL REQUIREMENT: Possession of a New York State Professional Architect's License.

SALARY GRADE: 32

COUNTY ARCHITECT

Plans, reviews and directs architectural design and construction activities for the County buildings and related projects. Responsible for general supervision of all projects, preparation of a variety of special reports and consulting services to other departments. Establishes administrative and technical policies and procedures.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Architecture and ten years of architectural experience, at least five of which must have been served in the capacity of a licensed architect.

NECESSARY SPECIAL REQUIREMENT: Possession of a New York State Professional Architect's License.

SALARY GRADE: 36

ASSISTANT LANDSCAPE ARCHITECT

Performs subprofessional architectural and planning work, evaluates and designs landscape projects, prepares preliminary plans and acts as community liaison in development of projects.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Landscape Architecture, Planning, Civil Engineering or related field and four years of experience in landscape architecture planning and design.

SALARY GRADE: 24

LANDSCAPE ARCHITECT

Performs professional architectural work in the preparation of reports, recommendations and environmental impact statements for municipal projects. Prepares site studies, inspects work in progress and coordinates work of outside contractors.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Landscape Architecture and seven years of experience in the planning, design and construction of landscape architecture, two of which must have been as a licensed landscape architect.

NECESSARY SPECIAL REQUIREMENT: Possession of a New York State Professional Landscape Architect's License.

SALARY GRADE: 29

APPLICATION PROCEDURES

The Civil Service Department has an "open-filing" policy which allows applicants to file for any competitive job title they may be interested in, whether or not an examination is currently scheduled; applications are then held in file and candidates are notified when the examination for the title is scheduled.

Announcements publicizing upcoming examinations for which you may file an application are posted in the Hauppauge office of the Suffolk County Department of Civil Service and at our Riverhead Information Center in the Riverhead County Center. Announcements are also mailed to Suffolk County public libraries and local branches of the New York State Employment Service, as well as all jurisdictions under the aegis of the Suffolk County Department of Civil Service (i.e., the main office of each town, village, school district, etc.) It is suggested that you check these locations periodically to learn what examinations are being held. Specific examinations are announced and held for each title. The examinations are scheduled on a specific date and applications must be submitted to the Civil Service Department before the last filing date indicated on the announcement. Applicants must complete an application for employment (Form CS-205A and CS-205B) for each examination for which they are applying. Payment of a \$15 fee per application is required for most competitive examinations. Applications for these periodically scheduled examinations must be postmarked by midnight of the last filing date. You will be notified by mail approximately ten days before the examination date as to your eligibility and the exact location and time of the test.

The passing score for each examination is 70 and eligible lists of passing candidates are established for a minimum period of one year, up to a maximum period of four years, pursuant to New York State Civil Service Law. The number of positions available, location of positions and other aspects of employment may vary and, as such, affect the length of time an eligible list remains in existence.

An eligible candidate on the list may be permanently appointed to a vacancy during the time the list is in existence.

If you have had additional voluntary or paid experience or further education in your field, you may qualify for additional positions in these and other occupational categories. Information on the full range of opportunities available in Civil Service can be obtained by visiting the Suffolk County Civil Service office which is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Other information booklets are also available and are very helpful in explaining how to properly complete a Civil Service application form, the meaning of provisional status, veterans credits, etc. The Department's Information Unit is on call to answer many of the commonly asked questions pertaining to the civil service process and employment in the civil service system. We look forward to serving you

Suffolk County
Department of Civil Service
725 Veterans Memorial Highway, P.O. Box 6100
Hauppauge, NY 11788-0099
Tel. No. (516) 853-5500

AN EQUAL OPPORTUNITY EMPLOYER

SUFFOLK COUNTY FRINGE BENEFITS

VACATION

2 weeks paid vacation during the first year

HOLIDAYS

12 per year

LEAVE WITH PAY

4 personal days per year

SICK LEAVE

13 days per year

HEALTH AND DENTAL INSURANCE

OPTICAL AND PRESCRIPTION DRUG PLANS

BLOOD PROGRAM

DISABILITY AND LIFE INSURANCE

LEGAL SERVICES FUND

NEW YORK STATE EMPLOYEES

RETIREMENT SYSTEM COVERAGE

DEFERRED COMPENSATION PLAN

TUITION REIMBURSEMENT

Available after 1 year of service

Department of Civil Service
Building #158, North Complex
725 Veterans Memorial Highway
Smithtown, NY 11787-4314

